

CHAPTER 4

MATERIEL MANAGEMENT

A. PURPOSE

This Chapter prescribes the policies that apply to the DoDDS, and its supporting Military Department installations, for DoDDS materiel support. In carrying out DoDDS mission objectives, each supporting organization should satisfy DoDDS materiel requirements in the most responsive and economical manner.

B. ACQUISITION

The DoDDS is authorized to acquire supplies and equipment necessary to accomplish its mission, in accordance with the instructions in DoD Directive 1342.6 and the DS Manual 4100.2 (references (a) and (m)), and any additional instructions provided by its Headquarters and/or regional offices. The DoDDS determines its own requirements for material. Each DoDDS activity is authorized to submit requirements to a local supporting procurement activity for procurement from local sources and/or those sources in the United States available to the procurement activity, in accordance with the FAR and the DFARS (references (n) and (k)). DoDDS activities shall comply with the submission format required by the supporting contracting activity, timeframes for submission, and other requirements for the procurement function. However, procurements to purchase DoDDS requirements do not require Military Department approvals of purchases or leases of copiers, computers, word processors, and other items that may be controlled for military customers by various functional activities in the military command structure. It is the DoDDS responsibility to comply with restrictions imposed by the OSD, the Office of Management and Budget, and the General Services Administration. It is also the DoDDS responsibility to obtain approvals from those authorities, as required, for proposed acquisitions. Authority to approve procurement of federal information processing systems, **including** word processors, is centrally controlled at the DoD Office of Dependents Education. Authority to approve procurement of accountable property rests with the accountable officer at each DoDDS regional office. Authority to approve procurement of expendable and durable items rests with the cognizant DoDDS administrator.

C. ACCOUNTING FOR DODDS SCHOOL MATERIEL

DoDDS nonexpendable material shall be properly secured and accounted for through the DoDDS property accountability program. Nonexpendable items procured by the supporting Military Department installation for ***the DoDDS shall be picked up on DoDDS*** records. The Military Department installation retains accountability only for nonexpendable items on loan to the DoDDS, cafeteria (food service) equipment, and permanently installed equipment in DoDDS facilities.

D. EQUIPMENT MAINTENANCE

Principals and administrators shall ensure that equipment is properly maintained and available for use either in the instructional program or in support of it. Generally, after expiration of any manufacturer's warranties, the Military Department maintenance and repair facility shall perform equipment maintenance modification, repair, and servicing, subject to reimbursement in accordance with the terms of the applicable ISA. When Military Department facilities are unable to perform those services, DoDDS personnel shall secure the repair and maintenance services through the supporting contracting office on a reimbursable basis. Difficulties encountered in obtaining maintenance support shall be reported, through support channels, to the district superintendent and/or the local installation commander.